The
WILSON BULLETIN

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WILSON BULLETIN

DEVOTED TO THE H. W. WILSON COMPANY PUBLICATIONS AND THEIR USES IN LIBRARY SERVICE

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A VERTICAL FILE IN EVERY LIBRARY

BY DELIA G. OVITZ, Librarian, State Normal School, Milwaukee, Wis. and ZANA K. MILLER, Librarian, Library Bureau, New York City

We are beginning to realize that much of the live, vital literature of the day is in the form of pamphlets, monographs, bulletins, reports, circulars, etc. It is impossible to list, in this brief article, all the sources of this material. Foremost on the list are the publications of the federal, state, and city governments. Since the war hundreds of organizations have been formed; many of these publish pamphlets, leaflets and circulars. Philanthropic and sociological societies are numbered by the hundreds and their free publications by the thousands. Schools and educational societies send out catalogs and bulletins. Business houses and railroad companies circulate pamphlets designed primarily to advertise, but containing a wealth of valuable free material. We need all this material, more or less ephemeral as to form but most vital as to content, to supplement books and bring them up to date. Some of this material will later appear in book form but it has been conservatively estimated that at least 25 per cent of the information worth while on educational subjects never appears in books. The age of the standard school text varies from a few months to several years. The period between cannot be ignored by the librarian who would keep up to date. For example, witness the number of bulletins that appeared on "educational tests and measurements," "the junior high school," and like topics, before the first books made their appearance.

Sources for free material

As yet comparatively few libraries have recognized the value of this material, sufficiently, to arrange it so that it is easily accessible when needed. As the material comes in it is stacked on a shelf, shoved into a drawer, or dumped into a basket with other material which is intended to be sorted and arranged later. The result is that when it is needed for reference, there is the proverbial hunt for the needle in the haystack. Much valuable time is wasted and one's patience sorely tried.

Prompt care important

Literally tons of pamphlets, bulletins, etc., are printed every month. The growth of this form of printing has been phenomenal. No one can expect to collect and keep all the material published on any one subject. No one would want to. We must learn to select, from this vast flood that is constantly pouring in from all sides, the material that we think it may be necessary for us to refer to subsequently, and make that available with a minimum of trouble and expense. Very much material will be received which is not worth saving. We must not allow our reverence for print to keep us from making frequent use of the waste paper basket.

Discriminative selection of material

The next question that arises is how to file the material that is worth saving. It is possible for the man who loves system to build up an elaborate scheme which it will be difficult and costly to maintain or to use successfully. Filing, like anything else, can be carried to extremes. In too many cases it be-

Simplicity in filing

comes a fad. Much clipping, folding, pasting, cross-referencing and general fussing is indulged in, and all sense of economical expenditure of time is lost sight of. Simplicity then must be the key-note of any filing system that is to fit the needs of the busy librarian. It should be practical and economical not only as to cost of installation but as to cost of maintenance after establishment, and at the same time must be capable of ready expansion.

Many schemes of filing material have been evolved; no one scheme will offer a panacea for all ills. There is a big jump from the scrap-book method to the vertical file but those of experience agree that the vertical file is the simplest as well as the most practical and most economical

There are many vertical filing cabinets on the market but for the purpose of illustrating this article we shall use the case made by the Library Bureau. These files may be absolutely relied upon for superior workmanship and may be purchased singly or in quantities. Fig. 1 shows two four-drawer legal size file units. These units are of uniform height and are interchangeable. The legal size 10½ in. high, 15¼

Legal size "V" file an advantage

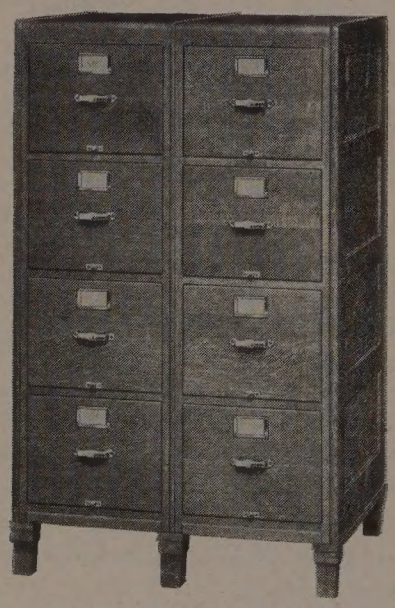

Figure 1

in. wide, 24 in. deep, inside measurements, will accommodate oversize pamphlets and pictures, and permit parallel rows of ordinary size pamphlets on end, thus saving more space than the correspondence size file. Any number or combination of units may be joined in one row or tier and any combination may be changed at will as growth demands.

Regarding the equipment of the files: beginning at the left the alphabetic guides occupy the first two rows; the miscellaneous folder containing pamphlets and clippings where there is just one of a kind occupies the third row; and individual folders occupy the fourth row. The subject heading is written on the individual folder tab.

Dictionary vs. Classified Arrangement

Since simplicity in the preparation of pamphlets and clippings is the chief consideration for busy librarians, pamphlets of well recognized permanent value, or those which will circulate a great many times, are the only ones which need protection with photo mount binders, or other durable boards. When a pamphlet is of sufficient consequence to warrant such care, it may then be treated exactly like a book, that is, classified, shelf-listed, cataloged and shelved with the books.

To exempt classification for the greater number of pamphlets and clippings brings both delay and serious complications. All classified material must be indexed, if the subject is to be found quickly. Any classification scheme is in constant need of change and expansion if it is to provide specific numbers for the many new subjects coming into use. The systematic and intelligent expansion of a classification scheme requires both time and study. A consequent delay results in placing new pamphlet material where it may be found readily. To assign a general class number to the very specific subject of which a pamphlet treats, because there is no specific number in the classification for that subject is to bury that pamphlet. It is well known that the Dewey Decimal classification does not now provide adequately for the developments in such subjects as modern psychology, many present day phases of education or social service, subjects pertaining to business, war reconstruction or many other up-to-the-minute topics. All these are commonly known terms both to the public and to librarians. They are headings readily found in the Readers' Guide. Why then spend useless time trying to find class numbers to cover these subjects? It is much easier and quicker to assign the specific subject heading, and file the pamphlet or clipping alphabetically.

Disadvantages in a classified arrangement

It may be admitted that the classified arrangement for this type of material works satisfactorily in some special, or legislative reference libraries, where there is ample cataloging assistance, but the simplicity and elasticity of the dictionary plan, which permits more rapid consultation, makes the latter method much better for most libraries. It is, in fact, the natural method, because everybody knows how to use a dictionary or a telephone book. The business world is indebted to librarians for many indexing ideas, but if librarians are to become really efficient, they must also watch the business world for approved business methods. Alphabetic systems of filing are much more used today in the business world than classed or numerical schemes.

Alphabetic subject arrangement saves time

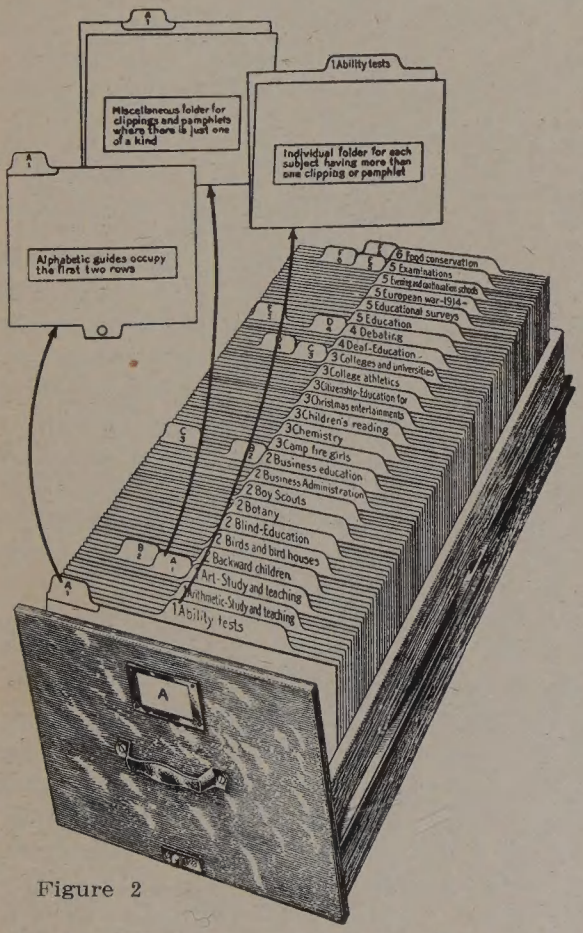

Figure 2

In determining the subject heading under which to file an article, it is absolutely essential to be uniform and consistent. Duplicate headings should be avoided; articles relating to one subject should not be distributed. The Reader's Guide furnishes an excellent list of subject headings as this includes all new material and the necessary cross-references. Fig 2 represents an alphabetic subject filing section in working order.

Choice of subject headings

The chief value of the vertical file is for quick reference. One has but to see a file of this kind in operation to realize its very great value in the library. It brings together and makes available for reference, when it would otherwise be scattered in many places and practically useless, a mass of miscellaneous matter which cannot be efficiently kept in any other way: photographs, pamphlets, clippings, manuscript notes, catalogs and all other data relating to a single subject.

The value of clippings will depend upon the selection, the needs of the library, and the care given to them. Obviously no library can afford to collect clippings in large quantities unless they are to be made readily available.

Selection and care of clippings

They may be gathered from various sources, newspapers, magazines and worn-out books. It is important that they be dated, and show source from which obtained. If time for the selection and preparation is limited, those on local history, including biographical sketches, and all articles about the library published in the school or local papers, will usually be the first to receive attention. These articles will furnish information not to be found elsewhere.

Sufficient time and effort should be spent on such clippings to put them into permanent safe-keeping form. Some persons use scrap books, but the result is merely a chronological arrangement with the material unclassified, thus making further indexing necessary. A quicker and better method is to adopt a standard size mount (8 x 10 in. punched with two holes at one side 6 in. apart). Clippings on one subject only are attached to each mount, either pasted, or better fastened with U-File-M strips. The latter are narrow strips of heavy gummed paper which are fastened to the mount. These bear small gummed tabs to which the clipping is attached. The strips are particularly convenient for clippings printed on both sides of the paper, or for attaching many clippings to a mount, since there are additional strips for lapping the clippings one behind another, thus saving space. As the clippings on a subject are accumulated, additional mounts may be tied with tape to

Clippings of permanent value

the first one, and eventually a volume on the subject will result. The mounts should bear the subject heading at the upper left hand corner, for convenience in alphabetical arrangement in the vertical file.

Clippings of temporary value

Clippings on general subjects should be selected with discrimination. Those not easily found in books or the indexed periodicals should be sought, especially if on important current events useful in school work, or other subjects bearing on the course of study. Any clipping known to be of permanent value may be mounted and filed under its subject. Others of temporary or questionable value may be placed loosely in a vertical file folder, or in a large manila envelope the same size as the folders, marked with the subject heading and filed back of the pamphlets on the same subject. It is not worth while to mount clippings of passing value.

Circulation of clippings

Unmounted clippings may be circulated by counting them and issuing in an ordinary discarded manila envelope. A date slip may be pasted over the address on the envelope, and a charging record made on a 5 x 3 in. slip or book card, by writing on it the subject, and number of clippings, the borrower's name and date due. This is filed in the charging tray with the book cards for the day's issue.

Excerpts from magazines

Clippings or excerpts from unindexed magazines, may be attached to the same size manila mounts, or fastened in a manila binder (standard size 9¾ x 7 in. when folded) with brass paper fastener, U-file-M, or with the Hotchkiss stapling machine (small size No. 1), which is inexpensive and to be had from stationers. The clipping may then be treated like a pamphlet, marked with the subject heading, and filed alphabetically. Clippings of any sort should not fail to show the date of publication and the source.

Other useful clippings, "pieces to speak," &c., may often be salvaged from worn-out books. These will add to holiday material and supplement the books, when the demand so frequently exceeds the supply.

Weed out old material

Finally, no material should be kept for the mere sake of keeping. As soon as it has served its purpose it should be eliminated from the file to make room for newer material. This is especially true in the case of reports and catalogs, the latest one only being kept on file. Inventory of your file should be taken frequently and all dead material weeded out as well as material that has appeared in book form. Dating all material when adding to the file, or at least whenever taking out of the file for use, will assist in determining what material has been of value and what has not "earned its keep." An "Information File" of this type is for live material, and should not be allowed to fill up with out-of-date publications.

If one is systematic in the use of this file he will be surprised to find it not only a great timesaver but a joy to operate.

The printing of bulletins, pamphlets, etc. is on the increase. Every librarian must reckon with it. Are you going to get the vertical file habit or continue to wallow about in a disheartening mass of material? A vertical file is as essential to the equipment of a library as book cases and tables and chairs, and the sooner all librarians realize this fact the sooner they will be fitted to render efficient up-to-date service.

The Vertical File for Periodicals

For some time librarians have agreed that pamphlets, clippings, pictures, etc. are more convenient of access when placed in vertical files, but now we find some librarians using the vertical file for back numbers of unbound periodicals. (Fig.3.) They state that this is more economical than binding periodicals, and shelving them. In small or medium sized libraries it has frequently been discovered that not more than the last ten years of the periodical sets are in active use. It is therefore doubtful whether all libraries should continue to build up long sets of bound periodicals. From the standpoint of economy and efficiency, the long established custom of tying up library funds in bindings and of shelving such sets, may be questioned, especially in libraries with inadequate book funds. Unused bound volumes for periodicals represent a considerable investment which may not easily be justified. For such libraries the vertical file is a great saving when used to house recent volumes of unbound periodicals. The file may be used indefinitely, as older volumes are shifted to storage files, or pamphlet boxes, in the basement, where they will still be accessible if occasionally needed.

The argument in favor of vertical files for

periodicals as a greater economy is easily shown:

Economy over binding and shelving

One legal size drawer holds ten years of the unbound "Atlantic," or twenty volumes, two rows to the drawer. The capacity of a four drawer unit is eighty volumes. If it costs at the present time, an average of $1.25 to bind a volume in the best library buckram, and the cost of shelving is added to an average of 25 cents a volume, it will then cost $120.00 to bind and shelve eighty volumes this size. A four drawer Library Bureau legal size vertical unit, holding the same number of unbound volumes now averages $71.00 (including ends) in standard grade oak; $45.00 in commercial grade steel—a saving in the wood of $49.00, and $71.00 in steel, over the usual outlay in binding and shelves. There is no time consumed in preparing periodicals for the bindery, and no inconvenient lapse of time while they are at the bindery. Periodicals which do not prove of sufficient value for permanent retention in storage files, may be discarded without additional loss. All who have had experience in binding realize that decisions in favor of binding are not always substantiated by actual use.

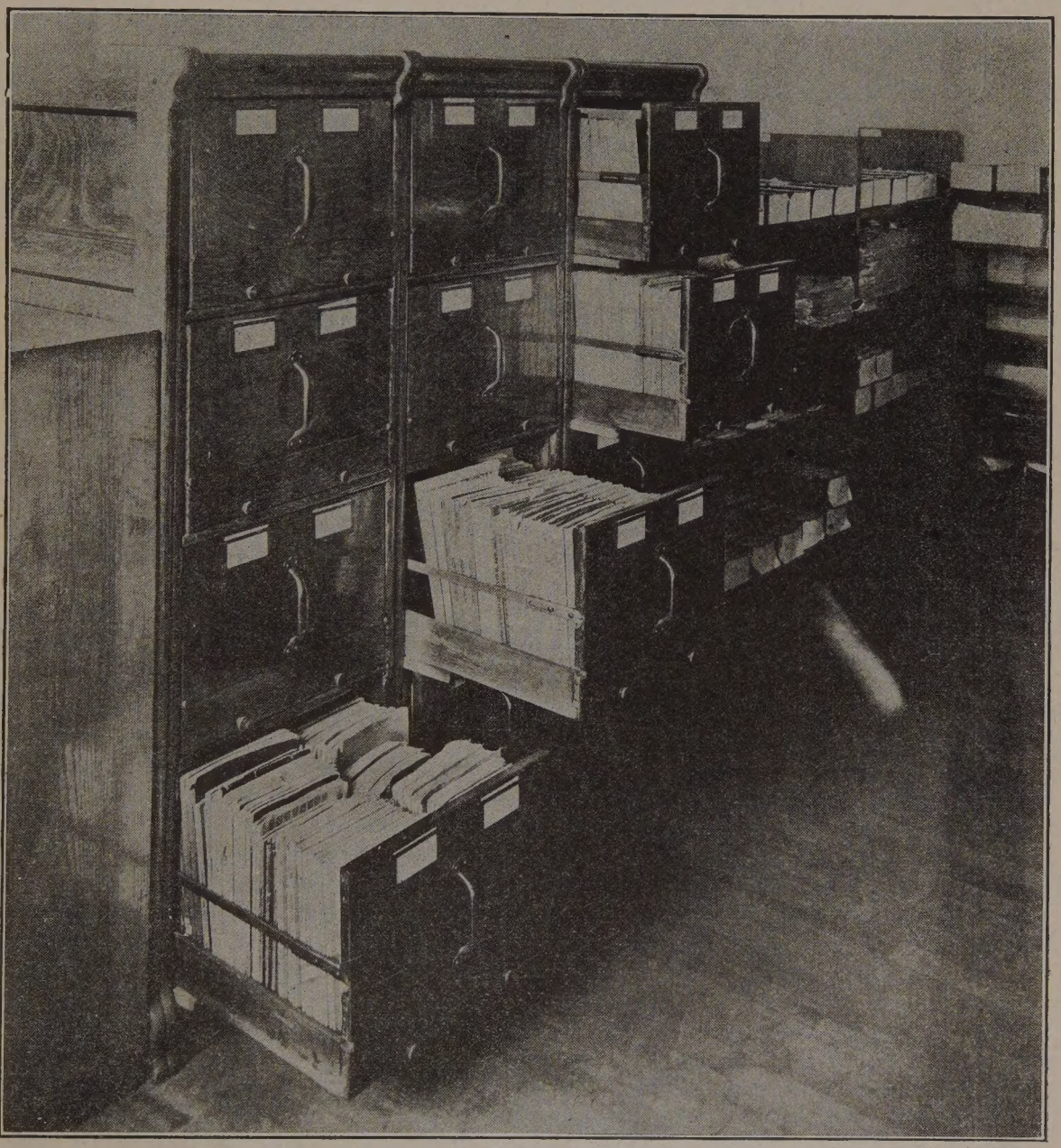

Figure 3

Those who fear to try this plan on account of possible losses, may be reassured with the

information that

Back numbers of periodicals

The H. W. Wilson Company now carries the largest stock of back numbers for indexed periodicals to be found in this country, and, quite possibly, in the world. The numbers for ten years back are most easily procured, and the least expensive, so that the possibility of being unable to replace a number is negligible. The slight chance of loss is greatly over-balanced by the enormous financial saving to be gained in the use of vertical files, instead of binding for indexed periodicals.

The vertical file also provides the most satisfactory and economical storage for business and technical periodicals in offices or business libraries, as well as for trade journals and trade catalogs in industrial plants.

Value to business libraries

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McVety, Margaret A. and Colegrove, M. E. Vertical file. (Modern Amer. lib. econ. ser. V. 2. pt. 18. sec. 1.) 34p. pa. 50c. H. W. Wilson Co. New York. 1915.

Scholfield, Ethel E. Filing department; operation and control from the standpoint of the management. viii,318p. $3. Ronald Press. New York. 1923.

Vertical file for pamphlets and miscellany. *In* Wilson Bulletin for June, 1919. p. 350-3.

BOOKS FOR DEMOCRATIC WOMEN

When Mrs. Emily Newell Blair took charge of the activities of Democratic women in 1922 she launched a scheme of organization for education which has resulted in twenty-four schools of democracy which have been held in various parts of the country since June, 1922.

As a result of these schools there has been such a demand for the subject matter of the lectures given to be put in permanent form, that this has now been done, in the form of a correspondence course. The Correspondence School will be conducted from the Washington headquarters of the National Democratic Committee under the direction of Mrs. Halsey W. Wilson, during twelve weeks, beginning January 7, 1924. In the folder which is now being sent to prospective students is given a list of books for use in the course, with the suggestion that the lists be submitted to the student's local library so that the books may be ordered and made accessible. The list is published here for the benefit of those librarians who would like to prepare in advance for any demands they may receive.

Addams, Jane. Democracy and Social Ethics. Macmillan.

Alexander, Hartley Burr. Liberty and Democracy. Jones.

*Bailey, Liberty Hyde. What is Democracy? Macmillan.

Baker, Ray Stannard. New Industrial Unrest. Doubleday.

*Beard, Charles A. Economic Basis of Politics. Knopf.

Berry, Margaret K., and Howe, Samuel. Actual Democracy. Prentice-Hall.

Brown, Ivor J. C. The Meaning of Democracy. McClurg.

*Bryce, James. International Relation. Macmillan.

Clow, W. M. Quest of Industrial Peace. Hodder.

*Cohen, Julius H. An American Labor Party. Macmillan.

Cope, Henry F. Education for Democracy. Macmillan.

Croly, Herbert. Progressive Democracy. Macmillan.

Dallinger, F. W. Nominations for Elective Office in the U. S. Longmans.

Federal Taxation: Present, Past and Future. Congressional Digest; Vol. 2, No. 12. p. 331-359. Sept., 1923.

*Frank, Glenn. Politics of Industry. Century.

*Gibbons, H. A. Introduction to World Politics. Century.

Hart, Albert B. Monroe Doctrine. Little.

Haynes, Fred E. Third Party Movements Since the Civil War. Iowa State Historical Society.

Head, W. W. We Have Reached the Limit. American Bankers' Association Journal; p. 117-21. Sept., 1923.

Hollander, J. H. Abolition of Poverty. Houghton.

*Jones, Chester Lloyd. Readings on Parties and Elections in the United States. Macmillan.

Johnston, Alexander. American Politics. Holt.

Lippmann, Walter. Public Opinion. Harcourt, Brace & Co.

Lord, F. B., and Bryan, J. W., eds. The Achievements of the Administration of Woodrow Wilson. Bryan Press.

*McAdoo, William G. Address before the Graduating Class of the University of Southern California, June, 1923.

McLaughlin, Andrew C. The Courts, the Constitution and Parties. University of Chicago.

*Merriam, Charles E. American Party System. Macmillan.

Moore, H. H. The Youth and the Nation. Macmillan.

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Mosher, J. A. Effective Public Speaking. Macmillan.

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Muir, Ramsay. Politics and Progress. Knopf.

Phelps, E. M. Initiative and Referendum. Wilson.

*Ray, P. Orman. Introduction to Political Parties and Practical Politics. Scribner.

Robinson, Frederick. Effective Public Speaking. La Salle Institute.

Seligman, E. R. A. Effects of Taxation. Political Science Quarterly, March, 1923.

Sheffield, A. D. Joining in Public Discussion. Doran.

Slattery, Margaret. Highway to Leadership. Pilgrim Press.

*Taussig, F. W. Tariff History of the United States. Putnam.

Tipper, Harry. Human Factors in Industry. Ronald Press.

Tufts, James H. Our Democracy. Holt.

Underwood, O. W. Tariff as a Factor in American Foreign Trade. Foreign affairs; p. 25-34. March 15, 1923.

Vedder, Henry C. The Gospel of Jesus and the Problems of Democracy. Macmillan.

*Wilson, Woodrow. Constitutional Government in the United States. ch. 8. Party Government in the United States. Lemcke.

*Woodburn, James A. Political Parties and Party Problems in the United States. Putnam.

There will be other books, also magazines, referred to throughout the course but if members have access to the foregoing list there should be no difficulty in doing the work satisfactorily. The starred (*) books should have the preference in purchasing.

AMERICAN CORRESPONDENCE SCHOOL OF LIBRARIANSHIP

TENTATIVE OUTLINE OF FIRST COURSES TO BE OFFERED

DIRECTOR, Azariah Smith Root, Librarian, Oberlin College, Oberlin, Ohio.

INSTRUCTORS, Martha Wilson, Librarian, Lincoln Library, Springfield, Ill.: C. Seymour Thompson, Librarian, Public Library, Savannah, Ga.; Joseph L. Wheeler, Librarian, Public Library, Youngstown, Ohio; Helen E. Haines, 1175 North Mentor Ave., Los Angeles, Cal.; others to be announced.

School Library Administration. By Miss Martha Wilson, Librarian, Lincoln Library, Springfield, Illinois.

The aim of this course is to state the place of the library in modern education, to give sources of information concerning books useful in connection with school library work, and to describe some of the adaptations of library processes useful in organizing and maintaining a school library.

Part I. The School Library (20 lessons).

Part II. Book Selection (20 lessons).

Part III. Administration (20 lessons).

The Library Profession: Its Early Organization and Activities, by C. Seymour Thompson, Librarian, Public Library, Savannah, Georgia.

A general course of twenty lessons designed to enable the student to see the field as a whole, to grasp its true significance and endless possibilities, and to acquire the broad outlook without which success is always limited.

Public Library Administration. By Joseph L. Wheeler, Librarian, Public Library, Youngstown, Ohio. (20 lessons.)

These courses are being prepared under the direction of Mr. Wheeler, with the assistance of various experts in their respective subjects who are preparing and will conduct the actual lessons in some subjects.

Part I. Organization and finances of city libraries. Mr. Wheeler.

Part. II. Loan work in city libraries, including salesmanship and the loan desk layout. Miss Zaidee Brown.

Part III. Organization and finances of smaller libraries. (Instructor to be selected.)

Part IV. Loan work in town and village libraries. Miss Zaidee Brown.

Part V. Branch and station administration, including traveling libraries, relations between branches and main library in such matters as registration, inter-loan, reference work, etc. (Instructor to be selected.)

Part VI. County Library Work. (Instructor to be selected.)

Part VII. Library publicity based on community studies, including library printing. Mr. Wheeler.

Part VIII. Library building and equipment. (Instructor to be selected.)

Book Selection. By Miss Helen E. Haines, Instructor, Library School of Los Angeles Public Library.

A course in general book selection, an elementary course in two parts of twenty lessons each. Additional parts of this course, embracing advanced and specialized book selection, may later be offered if the demand warrants.

The above courses will be the first offered and work upon them is well under way. It is hoped that students may be enrolled in some of them before the end of the present year. Additional courses which will be offered later, and for which instructors are now being selected, are:

Cataloging
Classification
Work with Children
Children's Book Selection
Reference Work.

Entrance Requirements

The minimum educational equipment required for any course is a High School education or its equivalent. In rare instances those lacking in educational qualifications but who have had sufficient experience to warrant an exception being made, will be permitted to take courses as special students. An important requirement for entrance is the recommendation of a librarian actively engaged in the work and known to the School. Every applicant will be required to refer to at least one such librarian. Unless the applicant is known personally to the School, an additional requirement will be an interview which will be arranged for by the School between the applicant and a librarian designated by the School's Registrar.

Certificates

To those who complete one or more courses satisfactorily, according to the records of the instructors, the School will issue a certificate upon which will be stated the courses taken and the date of their termination. These certificates are of value only as a record of work accomplished and should not be confused with the Librarian's Certificates issued by certification boards in some states, or with certificates and diplomas issued by library schools upon the completion of full one- or two-year courses in library work.

Material in Courses

Each lesson paper will be printed and contain space for the addition of students' notes. These lessons will be of varying length but printed on uniform size sheets punched to fit loose leaf binders for permanent preservation. They will always remain the property of the student who has paid for them, as will reprints of articles, forms, diagrams, etc., which will be sent to the students as supplementary material.

A few text books of a technical nature will be designated to be purchased by the student. These are all books which will be of value to the student in later library work and may be purchased at cost through the school or direct from the publishers.

It is expected that all students will have access to some public or school library with a fair collection of reference books most commonly used. In exceptional cases the lack of such facilities will be met by so-called traveling libraries, which will be sent by the School to the student in need of them. Small traveling libraries comprising more or less rare and expensive books with which every student should be familiar will also be sent out by the School and routed to each student.

Cost

The exact cost of the School's courses has not yet been determined. The cost of a single unit course will probably in no case exceed $25. Costs will be kept as low as is consistent with the service offered, and discounts will be offered which will enable a student once registered in the School to take two or more courses at a reduction from the cost of the same courses taken singly.

For additional information, blanks for registration, etc., address Forrest B. Spaulding, Registrar, P. O. Drawer 14, Syracuse, N.Y.

NATIONAL UNION LIST OF SERIALS

Plans for a National Union List of Serials have been under consideration for a number of years. The present plans are in a way an outgrowth of the Union List of Periodicals in the libraries of Chicago and vicinity. During the years 1915 and 1916 other regions in the Middle West were considering the compiling and printing of regional union lists. Some of these regions came to The Wilson Company to get estimates on the cost of publishing, and at that time Mr. Wilson suggested that the various sections of the Middle West unite with the libraries of Chicago and vicinity to compile and publish a Union list of the Libraries of the Middle West. After a number of conferences this plan was seriously undertaken and progressed so far that the first part of the alphabet was compiled and typesetting was begun. Progress was however interrupted and after a delay of some two years it was found that several regions of the eastern section of the United States were considering regional union lists also and again it was suggested that the field could be broadened and the Union list made to cover the libraries of the country. A year ago the Wilson Company prepared four sample pages intended to illustrate the method of compiling and the appearance of the lists when finished. These four pages were sent to some fifty of the larger libraries asking that their holdings be checked in the spaces provided between the entries. These lists when returned were compiled and the four pages printed showing the location of sets and partial sets.

The Wilson Company then proposed that they undertake the publication of a union list on a cooperative plan whereby the Company would agree that it would not make any profit on the publication provided it could be guaranteed against a loss.

The American Library Association was asked to appoint an advisory committee to work with The Wilson Company on plans for carrying out the publishing. Forty libraries were asked to guarantee the enterprise to the extent of a subscription of $300 a year for three years. These guarantees have now been secured and work is to begin on January first.

The method of work is as follows:

A preliminary list of important serials is to be compiled partly on the authority of existing union lists and with the aid of the cards published by the Library of Congress. Bibliographical information is to be as complete as possible since it is felt by those who support the enterprise that bibliographical information is essential. This preliminary list is to be put into type and printed in sections, one section to be delivered each month to

those libraries that are to check the list to indicate their holdings. These sections will be returned and compiled and a provisional edition printed. This provisional edition will serve the purposes of a Union List but, more than that, it will serve as a want list for all the libraries, since it is presumed that libraries not having complete sets will desire to complete them and that those libraries having partial sets only and not wishing to complete them may be willing to dispose of the parts they have to some library in need. It is hoped and expected that during the interval of a year or so between the provisional and permanent editions many sets will be completed, thus requiring many revisions. Thus the Union List will serve a double purpose. It will help libraries to complete and consolidate sets and will also indicate where sets are located, thus facilitating inter-library loan.

No definite provision has been made definitely for continuing the work permanently so that supplements and new editions can be issued, but it is expected that the list will prove to be so valuable that plans will be made for keeping it up to date.

Miss Winifred Gregory, until recently assistant in the Technology Department of the Carnegie Library of Pittsburgh, is to be editor of this publication. Miss Gregory was formerly head of the Industrial Arts Department of the St. Paul Public Library and before that she was head of the loan department of the University of Minnesota. She compiled the Bibliography of Minnesota Mining and Mineralogy.

A NEW SERVICE TO READERS

Libraries and book-stores are now offered aids in winning new readers and in helping old ones find the books they want by the "Office of Lantern Lists," located in the building of The Wilson Company and in charge of Miss Zaidee Brown. This office will compile brief annotated lists of popular books, to meet the most common demands of readers; and will also print for general sale lists compiled by librarians. Thru the economy of compilation and printing at a common center, more lists will be available, and with fuller annotation. Book-stores can offer them to patrons as disinterested advice, with no hint of advertising. The lists will be based on a careful study of the best aids in book selection, and on the advice of experienced librarians. So far as possible, the notes will indicate the quality of each book. While the lists will be used mainly to distribute to patrons, they can also serve as a guide in buying. Since an attractive book-list is a mental appetizer, sending them out thru mailing lists or otherwise will tend to bring readers to the library or book-store.

The main series of lists, to be in ten shipments appearing probably during 1924, is offered on a subscription basis, like a magazine. The first two, *Books of adventure,* and *Cheerful books,* are six-page folders, about the size of a long envelope, and the others will be roughly equivalent to these. Non-subscribers to the series may buy the lists separately, as long as they are in print, but at a higher price because of the greater expense of separate sales.

Delivery on the series will begin in February, and orders should reach the office as promptly as possible.

Any library or book-store may have its own imprint by paying $1 per list, regardless of the number ordered.

Miss Brown will send a circular giving fuller details on request. Inquiries and orders should not be included in letters to The Wilson Co., but should be addressed separately to Miss Zaidee Brown, Office of Lantern Lists, Care of The H. W. Wilson Co.

Price of series to subscribers: 3 copies of each list, $1.00 for the series; 100 copies, $12 for the series; 1000 copies, $85 for the series.

Price of series to non-subscribers: 1 copy, any list, 10c. in stamps; 5c. in lots of 5 or more; 100 copies, $1.50; 500 copies, $6.50; 1000 copies, $12.00.

Prices of lists not in series: Whiteman. "100 stories for the amateur story-teller." 1 copy, 10c.; 5 copies, 30c. in stamps; 100 copies, $3.50. "Reading list on loan work," from Wilson Bulletin, Oct. 1923. 10c. in stamps; 5c. in lots of 5 or more.

NOTES AND NEWS

Because of family responsibilities, it has been impossible of late for Miss Corinne Bacon to continue her work as editor of the Standard Catalog Series as heretofore, and she has now been succeeded in the editorship of the Series by Miss Minnie E. Sears, formerly First assistant cataloger, Reference Catalog Division of the New York Public Library. Miss Bacon will complete the revision of the Sociology section of the Standard Catalog on which she is now working. Under the editorship of Miss Sears will be issued the revised Children's Catalog, already in preparation, and this will be followed by the "Song Index" and other sections of the Catalog which have been planned for some time.

More than ten thousand sets of books on chemistry are to be given free by the American Chemical Society to libraries and accredited high and secondary schools all over the country, in order that proper reference books may be available to students entering the essay contest which is to be conducted in the interest of chemical education. This contest is open to students in all secondary schools in the United States. Six prizes of $20 in gold will be awarded in each state to the students writing the best essays on six specified subjects, and the winners in each state may enter a national contest in which the prizes will consist of four-year scholarships in chemistry or chemical engineering at Yale or Vassar. For details write to Alexander Williams, jr., secretary, Committee on Prize Essays, American Chemical Society, 67 Wall Street, New York City.

A new edition of Miss Florence M. Hopkins "Reference Guides That Should Be Known and How to Use Them" has just been published. In this third edition, the eleven pamphlets of the second edition have been revised and condensed into eight, one for each of the eight high school courses in English: Webster's New International Dictionary; Parts of a book: Concordance; Encyclopedias; Library classification and card catalog; Yearbooks; Indexes to periodical literature; Commercial guides; Government publications: city, state and federal. The revised text can also be adapted to meet the needs of college freshmen who have had no special training in the use of reference tools. No important change has been made in the subect matter.

The pamphlet on Indexes to periodical literature is devoted almost entirely to the publications of The Wilson Company.

Our readers may be interested in the following excerpt from a letter received from the Maruzen Company, Ltd., Tokyo, Japan:

"Taking this opportunity, we desire to express our heartfelt thanks for the deepest sympathy and wonderful help extended by the people of America for Japan. Indeed, we Japanese are deeply moved by the overflowing sympathy of American people whose big quick helping hand rushed forward to our shore. Words of hearty gratitude and deep appreciation are audible everywhere in this country."

The letter also states that though the premises of the Maruzen Company were unfortunately destroyed by the terrible fire which followed the quake, none of the members received any injuries and their business is now going on as actively as ever.

In regard to the question of state censorship of motion pictures, the following quotation from a recent letter may be of interest:

I do not believe there is any argument for state censorship of motion pictures. As Director of Visual Education in the Los Angeles City Schools, in charge of all showings of recreational films in community centers, also working in close cooperation with the district Federation of Women's Club in the matter of approving good films, I believe that censorship is not a good thing.

We feel that here in Los Angeles and Hollywood wonderful work has been accomplished through the endorsing of good films and the following up of this endorsement by turning out in thousands to see good films. We do not talk about bad films at all. We just ignore them.

I believe that we find from our present system of criminology that the jails do not reform people; they only make them bitter and hard. State censorship would have just about the same effect.

When you can swing whole communities so that your local motion picture exhibitor desires to exhibit only clean motion pictures, because the people in his community do not desire anything but clean pictures, you are beginning to attain the right ideal; and if Los Angeles can do this piece of work, every other city in the United States can do the same.

NEW AND FORTHCOMING PUBLICATIONS OF THE H. W. WILSON COMPANY

The editorial staffs of the periodical indexes issued by The Wilson Company are now fully occupied with annual and cumulated volumes. The annual cumulation of the Readers' Guide (December, 1923) is nearly thru the press and deliveries will be made in the next three weeks. In place of the annual number of the Industrial Arts Index for 1923, there will be a two-year cumulation for the years 1922-1923, on which work has also begun. It will be a bound volume of about 1600 pages. The January number of the Agricultural Index will be an annual cumulation for 1923, and in place of the annual volume of the International Index to Periodicals (January, 1924), there will be a four-year cumulation covering the years 1920-1923 in one alphabet. All of these large volumes are supplied on subscriptions, without additional charge.

Librarians and teachers who are using "Illustrative Material for High School Libraries" published recently by The Wilson Company, may be interested to know that numbers of the periodicals to which references are made in this pamphlet may be had from our Periodical Department. Orders and requests for prices should be addressed to this department, care of The Wilson Company.

A Standard Catalog for High Schools

As part of its series of Standard Catalogs, the Wilson Company is beginning the compilation of a catalog for high schools. A questionnaire has been sent to a number of high school librarians, asking suggestions as to its length and arrangement. As to length, votes range from 1000 to 5000 titles. It is probable that the catalog will include from 2000 to 3000, with 1000 starred for first purchase. There will be some annotation.

The selection of books will be made by experienced high school librarians, who will check tentative lists, made up from the best high school lists now available, and suggest additional titles. The compilation will be in charge of Miss Zaidee Brown. It is planned to bring out annual supplements, and to issue a new edition about every third or fourth year, thus keeping an up-to-date catalog, representing the judgment of the best school librarians. At present there is much duplication of work through compiling and printing lists for high schools by different states or groups of school librarians, and it is hoped that this new catalog will prevent this by furnishing a tool satisfactory to all.

In most school libraries it is difficult to find time to make a good card catalog, and often the person acting as librarian is not trained for this, and has to give her main attention to teaching. To make the advantages of an adequate catalog available even to small libraries, the Standard Catalog will include subject entries and analyticals. The librarian will need only to check the author entries for the books in her library to make this take the place of a card catalog for the books that are in the printed list, making cards necessary only for books not included. New libraries that based their purchases largely on the printed catalog would need few additional entries on cards. This would mean a great saving in labor, and fuller subject entries than most small libraries could afford.

While the main catalog will probably be in dictionary form, similar to the Children's catalog, it may be possible to give also a classed list, as this arrangement is most satisfactory in using the list for buying. The plans for the catalog are still in the making, and we shall welcome suggestions from school librarians and those familiar with their needs, as to how best to make the new catalog serve the libraries. On one point, especially, we should like advice. If the catalog includes both a classed list, and a dictionary catalog,—as the A.L.A. Catalog does,—is it better to give the full entry with descriptive note in the classed list or under author in the dictionary catalog? The dictionary catalog will give class number, so that it will be possible to turn from it to the entry in the classed list. At present, we are inclined to follow the plan of the A.L.A. Catalog and give the notes in the classed part, where they would be available in choosing books for purchase.

The following books are announced for early publication:

Reference List of Bibliographies on Chemistry, Chemical Technology and Chemical Engineering, published since 1900. By Julian A. Sohon and William L. Schaaf. Entries are under subject, with data for ordering, and annotations.

Strike for Union. By Heber Blankenhorn. Considers some of the labor union problems in the coal industry.

School Library Management. By Martha Wilson.
A fourth and revised edition.

Reference Shelf. Volume II.
No. 3. League of Nations. J. E. Johnsen. (Briefs, references and reprints.)
No. 4. French Occupation of the Ruhr. (Report of the Bates-Oxford debate, with briefs, references and a few reprints.)
No. 5. Independence for the Philippines. (A revision of the Abridged Handbook, by Julia E. Johnsen.)
No. 6. Restriction of Immigration. E. M. Phelps. (Briefs, references, reprints, supplementing the Handbook on this subject.)

PRINTED GUIDE CARDS FOR THE CARD CATALOG

The Wilson Company has revised the list of subject headings for which printed guide cards can be supplied for the card catalog and will soon be ready to fill orders for these cards. The work of revision has been done by Miss Sears, editor of "List of subject headings for small libraries," and, in her revision, Miss Sears has consulted not only the List of subject headings, but also the catalogs of several representative libraries, in order that the headings chosen may bring the guides at equal intervals in the catalog.

To facilitate ordering, the cards are arranged in sets: (1) 250 cards suitable for a library of up to 3000 volumes, (2) 400 cards for the library of up to 5000 or 6000 volumes, (3) and the complete set of 600 cards which is suitable for a library having up to 12000 volumes. The cost of the cards is 1c each if purchased in sets, 2c each if the library makes its own selection. This makes it cheaper to buy a complete set even if a few of the guides can not be used in a given catalog. Also, it saves the time and labor necessary to check up the headings with one's own catalog.

A list of the headings for which cards can be furnished, is now being printed and will be sent on request.

PICTURES FOR THE CHILDREN'S ROOM

More of the Red Riding Hood pictures which were announced in the Bulletin some time ago, have been secured, and orders can now be filled for these pictures in both large and postcard sizes. Pictures illustrating other of the Grimm Fairy Tales can be had also. These are suitable for framing for the children's room, or for loaning to neighboring schools and kindergartens, or for the story hour, etc.

PRICE LIST

Post Card Size, sets of six, 20c.

10 sets or more in one order, 15c. each

RED RIDING HOOD
HANSEL AND GRETEL
WOLF AND SEVEN KIDS
BREMEN TOWN MUSICIANS
BRIAR ROSE
ASCHENPUTTEL
FRAU HOLLE
GOOSE GIRL
LITTLE SNOW WHITE

Size 14 x 21, set of six, $1.65; mounted $3.50

RED RIDING HOOD HANSEL AND GRETEL

Size 19 x 29, set of four, $1.65; mounted $3.50

WOLF AND SEVEN KIDS

RECENT WILSON PUBLICATIONS

Below are listed the books published by The Wilson Company during the Fall of 1923. Perhaps, a glance at this list will reveal titles for which an order from your library has been overlooked.

Index to Short Stories. By Ina T. Firkins. 551p. $12. Service basis rates to small libraries.

17,288 stories from 808 authors are included in this edition, by both author and title. The title entry refers to the author entry where complete information for finding the story is given.

Standard Catalog: Fiction Section. By Corinne Bacon. 153p. $1; copies on thin paper, for distribution, in lots of ten or more, 80c each.

A list of the 2350 novels most suitable for library use. Books are listed by title and author in one alphabet, and there is a partial subject index. Nearly all titles are annotated. About 750 titles have been starred for first purchase by the small library.

Poems for Holiday Use. Prepared by a Committee of the Carnegie Library School Association. Printed in attractive pamphlets, on one side of the paper, so they may be cut and mounted for individual use.

Christmas in Poetry. 2 ser. 40 poems and 34 poems. 60c ea.
Thanksgiving in Poetry. 28 poems. 60c.

Catalog of Literature for Advisers of Women and Girls. By Anna E. Pierce. 2d ed. rev. and enl. 149p. $1.25.

More than 2000 references to books and periodical articles, valuable for reference use to those engaged in work with girls and their various activities.

County Rural Libraries: Their Policy and Organization. By Robert D. MacLeod, F.L.A. 292p. Price, from New York, $2.75; from London, $2.25.

An account of the various county library schemes that have been proposed as well as carried thru, both in the British Isles and in the United States.

Illustrative Material for High School Libraries. Hilson, Wheeling and Smith. 73p. 80c.

Contains lists of material suitable for illustrating high school courses in literature, and addresses of the houses supplying such material.

Classified Guide to 1700 Annuals, Directories, Calendar and Yearbooks. By H. G. T. Cannons. vi,196p. Price, from New York, $1.25; from London, $1.10.

The material is grouped in four different ways: alphabetically by subject; classified according to Dewey; under the month of publication; alphabetically by title.

DEBATE MATERIAL

Government Ownership of Coal Mines. By Julia E. Johnsen. (Handbook Series.) 325p. $2.40.

Briefs, bibliography and reprints of good articles are included on both sides of the question of government versus private ownership of coal mines. A separate section is devoted to the discussion of regulation of prices.

University Debaters' Annual, 1922-1923. By Edith M. Phelps and Julia E. Johnsen. 425p. $2.25.

Reports of nine intercollegiate debates, with briefs and references. Subjects are: Unemployment insurance; Soldiers' bonus; Compulsory arbitration of labor disputes in public utilities; French occupation of the Ruhr; Light wines and beer; Excess profits tax; Restriction of the power of the Supreme Court to declare federal statutes unconstitutional; Organized labor in politics; League of nations.

State Censorship of Motion Pictures. By J. P. Rutland. (Reference Shelf. Vol. II. No. 1). 177p. 90c. (Briefs, bibliography and reprints.)

Permanent Court of International Justice. By Julia E. Johnsen. (Reference Shelf. Vol. II. No. 2.) 117p. 90c. (Briefs, bibliography and reprints.)